

STATE OF CALIFORNIA

KATHLEEN CONNELL  
Controller of California

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: November 22, 2002

PAYROLL LETTER # 02-034  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: RALPH ZENTNER, Assistant Chief  
Personnel/Payroll Services Division

RE: **PAYROLL WARRANT REGISTER**

PLEASE CHECK WITH YOUR ACCOUNTING OFFICE TO DETERMINE WHETHER THEY RECEIVE PAYROLL LETTERS. IF THEY DO NOT, PLEASE SHARE A COPY OF THIS LETTER WITH THEM. PAYROLL LETTERS MAY ALSO BE ACCESSED VIA THE INTERNET AT [www.sco.ca.gov/ppsd/scoltrs](http://www.sco.ca.gov/ppsd/scoltrs).

The date the printed/hardcopy Payroll Warrant Register, Form CD38, is scheduled to be discontinued is January 2, 2003. Thus, the last time two copies of the printed version will be provided is from the last daily payroll cycle in December. Thereafter, only the ViewDirect online version will be provided. Please refer to Payroll Letters #01-025 and #02-030 for additional information.

It is imperative that staff who are not yet using the ViewDirect online Warrant Register begin doing so immediately in preparation for the discontinuance of the hardcopy reports.

If you have any questions regarding this Payroll Letter, please contact Lisa Lobertini at (916) 327-3923 or via email at [llobertini@sco.ca.gov](mailto:llobertini@sco.ca.gov).

RZ:LML